



MEMORANDUM

REGULAR CITY COUNCIL MEETING

August 21, 2023, at 7:00 PM

TO: City Council

FROM: Rich LaBombard, City Manager

SUBJECT: Department Report – August 2023

City Manager:

Transition Plan – I’ve spent a good amount of time documenting information about the City Manager role, projects, and general information about the City for the next City Manager.

Water CIP and AMP – This week I reviewed the draft water capital improvement plan (CIP) and asset management plan prepared by the City Engineer. I submitted the documents to EGLE by the required deadline established in the spring. The City should be in good standing with EGLE on this topic.

Surplus Property – The notice to solicit bids went out this week for the 10± acre property the City owns on 66th Street. Interested individuals should see the City website for the bid specifications.

<https://douglasmi.gov/proposal-postings/>

Parks and Recreation Ad Hoc – The Parks and Rec committee met this month for a workshop and toured all municipal parks in anticipation of a meeting with Viridis Design group. The tour was helpful for committee members to learn more about our park system. In addition to touring all the major parks, they also had the opportunity to see Willow Park and Alice McClay park—two undeveloped parcels that are part of the City’s park system.

Demolition Debris – Working with the EPA, the City revised its work plan for the disposal of contaminated demolition debris located at 200 Blue Star Highway. The EPA needed responses to a few questions they posed in the initial submittal. Hopefully, EPA will approve the work plan and allow the City to dispose of the demolition debris that has been on site for almost two years. The debris can be hauled to a traditional landfill because the level of PCB contaminants in the debris is low.

Bridge Work over I-196 – Contractors updated regional stakeholders this week about plans to open the exit 36 bridge and close the exit 41 bridge over the highway. Exit 36 is anticipated to open on August 24. Exit 41 bridge will be closed starting September 5th until mid-November. The detour will be posted.

Additionally, Highway I-196 will be closed for two nights while the deck is removed from the bridge at the exit 41. On September 6 from 9pm to 6am, northbound I-196 drivers will have to exit at M-89 and take Blue Star Highway to re-enter the highway. On September 7 from 9pm to 6am, southbound I-196 drivers will have to exit the highway at exit 36 and take Blue Star Highway to exit 41 to re-enter the highway. See attached graphics.

Household Hazardous Waste Day – Republic waste services is hosting a household hazardous waste day on September 23rd. Republic customers will be receiving a flyer in the mail with more information.

City Manager Posting – The City Council has posted the position of City Manager on the Michigan Municipal website. Interested candidates may submit an application and resume to City Hall. <https://douglasmi.gov/wp-content/uploads/2023/04/Employment-Application-2023-fillable-3.pdf>

City Clerk Posting – The City has posted a job announcement for the City Clerk position on the Michigan Municipal Clerk Association website. Interested candidates may apply by filling out an application on the City's website. The posting will be open until filled.

415 Wiley Building Timeline – I have fielded a few questions about the timeline for moving City services to 415 Wiley Road. I anticipate the project could take 2-5 years to complete. Holland Hospital still occupies the space that will be converted to municipal offices until the summer 2024. Interior renovations could last 6 months to a year. The construction of the public works buildings could begin sooner if funding is lined up.

Verizon – A contractor from Verizon contacted me this week about adding a small cell tower at Beery Field to improve reception in the Douglas area. Any proposed small cell device would have to be reviewed by the Planning Commission and City Council. If approved, the City would receive a rent payment from Verizon, but more importantly, cell service in the area would improve substantially.

Library Board Vacancy – The City is taking applications for an open seat as a Library Trustee for the Saugatuck – Douglas District Library Board. Candidates must be from Douglas and will serve a four-year term. The Library board meets 10 times a year on the third Wednesday of the month at 7:00 or as scheduled. For an application, visit the City's website for Board and Commission Openings. More information can be obtained on the Library website. <https://www.sdlibrary.org/about-us-1/board-of-trustees>

Non-motorized Blue Star Trail – I participated in a meeting this week to discuss the extension of the non-motorized Blue Star Trail from Douglas into Saugatuck. The construction timeline is anticipated to be in 2025. The trail will extend north from the existing Douglas trail-end at Main Street and cross the bridge into Saugatuck where it will continue north. The long-range plan is to connect to the existing trail system in Saugatuck Township.

Temporary Yard Signs – Did you know temporary yard signs that advertise services or businesses require a permit per the zoning ordinance? The permit is required for any ground mounted yard sign unless they are political in nature or real estate signs. Permits for up to 30 days can be obtained from City Hall.

Clerk:

General Election – The preparation for the November 7, 2023, election is underway. The State of Michigan dates and deadlines for the General Election began in July and will continue even after Election Day. The deadline for local proposals to be placed on the ballot has now passed. The City received word from Allegan County that we will not have any local proposals on the November ballot. The State does have another week or so to place a proposal on the ballot, however at this point there is nothing anticipated. It looks like the only item on the Douglas ballot will be for City Council elections.

ACCA Meeting – This month, the Allegan County Clerks Association will be meeting to discuss the early voting plans. The state now requires an early voting period of 9-days for all state and federal elections. Area Clerks are required to submit their plans to the county by the end of September. Area jurisdictions are looking into options of shared voting sites or stand-alone sites. With much of our County’s jurisdiction being rural and spread out, Allegan County has opted out of serving as a central site. For Douglas’ early voting plan, I will be taking our voters into consideration as priority, and which option will best meet their needs.

MAMC Meeting – On August 30th, I will be attending the Michigan Association of Municipal Clerks (MAMC) Member Meeting and education day. The main area of focus on the agenda will be the recent legislative updates regarding election laws and early voting. This will be instrumental to the upcoming busy election cycle. I am looking forward to the valuable information provided and I am thankful for the opportunity to attend alongside my statewide fellow Clerks.

Police Department:

	July	Fiscal Year	Y.T.D.
<u>Complaints Answered/Investigated:</u>	209	209	1,220
<u>Criminal Arrests/Filings:</u>			
Felony:	01	01	20
Misdemeanor:	04	04	33
<u>Warrant Arrests:</u>	01	01	06
<u>Traffic Enforcement:</u>			
OWI/OUID/Impaired Driving Arrests:	01	01	08
OWI High Blood Alcohol Content:	00	00	02
OWI 3 rd Offense:	00	00	00
Traffic Stops:	138	138	558
Civil Infraction:	23	23	112
<u>Community Contacts:</u>			
Personal Contacts:	1,272	1,272	7,922
Business Contacts:	229	229	1,491
Property Security Checks:	893	893	6,274

Foot Patrol: (July) 1,345 Minutes (22 Hours & 25 Minutes.)

Misdemeanor Charges: (July)
 Operating Motor Vehicle While Intoxicated
 Driving While License Suspended
 No Operator’s License

Fraudulent Use of Identification (x2)

Felony Charges: (July)

Resisting and Obstructing a Peace Officer

Fleeing and Eluding an Officer

Activity Time on Follow Up Complaint Investigations: (July)

2,393 Minutes (39 Hrs. & 53 Minutes)

Number of July Follow Up Investigations: 108

Investigation of Felony Cases:

Criminal Sexual Conduct/Juveniles (23-1067): Charges now Authorized.

Elder Abuse (23-1058): Open Investigation.

Fraud involving \$8,000 Loss (23-0995): On-Going Investigation.

Larceny of Tow Dolly Trailer (23-0496): Open.

Larceny of Floating Dock (23-0536): Open.

Larceny (22-1742): Open.

Larceny (22-1793): Open.

Fraudulent Checks (22-1496): Open.

Stolen Watercraft (#21-1420): Open.

Robbery-Armed Huntington ATM (#20-1827). Open.

Fraud (22-0091). Open.

Fraud (22-0133). Open.

Fraud (22-1261): Open.

Out of Jurisdiction Responses: (July)

Saugatuck Township:

- 23-1012: Request for assistance from the Sheriff's Office with transport of occupants involved in a traffic crash to AmericInn Motel.
- 23-1026: Response to a report of CPR in Progress and assist First Responders and EMS.
- 23-1174: Respond as closest LE to a report of serious crash. I Phone found in the roadway. Incident unfounded.

Saugatuck City:

- 23-1187: Back up Sheriff's Office on an alarm.
- 23-1189: Back up Sheriff's Office on domestic assault investigation.

Ganges Township:

- 23-1074: Back up Sheriff's Office on a traffic crash and OWI investigation.
- 23-1126: Back up Sheriff's Office on a flee and elude.
- 23-1190: Back up Sheriff's Office on a unknown situation.
- 23-1205: Back up the State Police on a domestic assault with the Trooper's closest back up coming from Allegan.

Total Out of Jurisdiction Responses for July: 09

Total Complaints Handled within Douglas City for July: **200**

Noteworthy Incidents: (July)

23-1036: On Tuesday, July 4, 2023, at 12:23am Officer Brown was on the lookout in the Douglas area for a vehicle that had occupants throwing eggs at a cyclist in Saugatuck city. Officer Brown located the suspect vehicle and after investigation the driver was cited for No Operator's License on person and violation of a restricted license. The driver was given a verbal warning for MIP of Tobacco.

23-1081: On Sunday, July 9, 2023, at 4:30pm Officer Reyes was dispatched to the 200 block of W Center Street reference a subject being disorderly and threatening employees of the business. Upon arrival the subject had left the scene and was not located after a search of the area.

23-1104: On Wednesday, July 12, 2023, at 9:11pm Officer Brown was dispatched to a possibly suicidal subject in the 0 block of Lawn Street. After investigating Officer Brown was able to locate the subject in the 2700 block of 62nd Street and determined that the subject had not intended to harm himself and no further action was needed.

23-1140: On Tuesday, July 18, 2023, at 12:04am Officer Brown was conducting stationary radar at Blue Star Highway and Wiley Road when he observed a vehicle traveling faster than the posted speed limit. Officer Brown attempted to initiate a traffic stop on the vehicle and the subject disregarded Officer Brown and began to flee. Officer Brown pursued the vehicle until Blue Star and M89 where the vehicle left the roadway and went into the ditch. Four subjects ran on foot and were apprehended. The juvenile driver of the vehicle was arrested and lodged for Operating While Intoxicated, Fleeing and Eluding, and Resisting and Obstructing a Police Officer.

23-1150: On Thursday, July 20, 2023, at 11:39am Corporal Warsen was dispatched to a complaint of a Personal Protection Order Violation that had just occurred. The victim stated they had received a phone call from the suspect, and it was in violation of the current Personal Protection Order that is in place. Charges were filed with the Allegan County Circuit Court for Violating the PPO.

23-1162: On Saturday, July 22, 2023, at 10:37pm Officers Brown and Greydanus were dispatched to the 200 block of St. Peters Drive in reference to a threats complaint. Occupants on a boat were accused of making a wake when entering the marina and then threatening others when confronted. The suspect was gone on arrival and was not located.

23-1167: On Sunday, July 23, 2023, at 11:56pm Officer Brown was dispatched to the 0 block of N Blue Star Highway in reference to a fight and patrons refusing to leave. Upon arrival the physical disturbance had ended, one suspect had left the scene, and the remaining suspect did not want to pursue any charges. Suspect 1 was not located.

23-1186: On Thursday, July 27, 2023, at 1:31pm Officer Reyes received a Criminal Sexual Conduct Complaint that occurred at W Center near Ellis Street. The victim stated that they were inappropriately touched by another subject. Charges are submitted and have been authorized by the Allegan County Prosecutor's Office.

23-1192: On Friday, July 28, 2023, at 8:17am Corporal Warsen and I were dispatched to an unknown disturbance in progress reported as near the Root Beer Barrel. Officers searched the area and located two male subjects on the ground in a driveway on West Center near Wilderness Ridge. Investigation

determined that a “Road Rage” Incident started on I-196 Northbound at Bluestar Exit 36 involving the two suspects in their vehicles and continued through Douglas City ending in one suspect vehicle blocking the other and then a fight ensued on West Center just East of Wilderness Ridge. Charges were submitted to the Allegan County Prosecutor on both suspects, however were not authorized indicating mutual combatants.

23-1199: On Saturday, July 29, 2023, at 9:30am Corporal Warsen was dispatched to a missing person complaint near the 300 block of N Ferry Street. Upon arrival it was determined that the caller’s son was missing. Cpl. Warsen was investigating the incident and the missing person contacted family and returned safely later that day.

The Department also responded to the following types of calls during July:

Larceny Complaints, Fraud Complaints, Disorderly Person, Suspicious Person/Vehicle/Situation, Mental Health Complaints, Medical Emergencies, Trespassing Complaint, Harassment Complaints, Personal Protection Order Violation, Peace Officer Complaints, Animal/Conservation Complaints, Property Damage Vehicle Crash Complaints, Fireworks Complaints, Watercraft Property Damage Complaint, Welfare Checks, Motorist Assists, Business/Residential Alarms, Fire Alarm, Assist to STFD, Noise Complaints, Open Door Complaints, Downed wires/trees, Road Hazard Complaints, Parking Complaints, Lost/Found Property Complaints, Ordinance Violation Complaint, and General Public Assists/Non-Criminal Complaints.

Events: (July)

Staffing and Traffic Control for the 4th of July Fireworks and Laser Show.
Additional Staff for Venetian Festival Weekend.

Planning and Zoning:

Permits – Since July 17th, we have processed between 10-15 permits for various projects including water and sewer connections, signs, building additions, and tree removal.

Site Visits – I visited a number of businesses and residences, to inspect existing structures, as well as to discuss with property owners the elements of submitted applications which might be confusing.

Meetings – I have continued to hold meetings with residents, which have been a mix of preliminary meetings regarding various projects within Douglas, but are mostly surrounding individual projects such as sheds, garages, and fences.

Forest Gate / Center Collective – After meeting with City Staff and consultants to review the status of applications, we’ve continued to work with developers for both Center Collective and Forest Gate to prepare materials prior to appearance at City Council.

Ordinance Amendments – Two ordinance amendments have gone before City Council on August 7th (Sign Ordinance and Ground Floor Residential). The second reading for the Sign Ordinance is to be held on August 21st, with the second reading of the Ground Floor Residential ordinance preliminarily set for September 6th, following presentation at the DDA meeting on August 23rd.

Enforcements – Counter to previous months, enforcements have dropped, and I have not had to send many letters to property owners regarding possible Zoning or General ordinance violations.

Project Management:

Planning and Zoning Assistance – Assist the Planning and Zoning Department with processes, applications, and current projects. Arranged and published the Planning Commission agenda packet.

Wayfinding – Continue to work with Praise Sign Company to implement our wayfinding signage throughout the City.

DPW – Assist with ordering supplies, permit requirements, and updating list of various DPW items.

66th Street Request for Proposal – Advertised the Request for Bid for the disposal of surplus real property.

Drinking Water Asset Management Grant (DWAM) – Continue to meet with City Engineers to discuss next steps on inspections for lead service lines, training on the GIS application, and establishing reports. The DPW will inspect the service lines that enter the residence. City Engineers will bid out the work for inspections at the curb stop. Notifications have been sent to those randomly selected for verification.

Sidewalk Repairs – Established sidewalk repair priorities throughout downtown. Quotes are being sought to see how many can get done within the budget.

Administrative Support Training – Attended an administrative Support Professional Development Training in Mount Pleasant, MI for 3 days. Topics covered were communication challenges, communication skills, well-being and work-life balance, crisis communication, and personalities in the office.

Snow and Ice Removal Request for Proposal – Developed a snow and ice removal request for proposal to seek qualified business to remove snow and ice on select sidewalks. The draft request for proposal is in review at the City Attorney's office.

Root Beer Barrel Lease Request for Proposal – Developed a Root Beer Barrel lease request for proposal to seek qualified vendors to sell food and beverages, bagged ice, and novelty souvenirs at the Root Beer Barrel. The draft request for proposal is in review at the City Attorney's office.

Douglas Marina – Seeking an engineering proposal for additional finger piers at Douglas Marina. Advertised the lottery for slips for the 2024 and 2025 seasons. Manage transient applications for slips #1 and #2.

Public Works Department:

Downtown – Grass bump outs continue to be mowed once a week and bathrooms cleaned daily.

Major and Local Roads – Pothole patching on Wiley, Water, Feery and South Street has taken place since the last report. Weeding in the triangle of Chestnut Street and Blue Star Highway has been taken care of and tall grasses have been cut down for clear vision at that intersection.

Douglas Marina – Improvements like weeding and landscape improvements continue at our marina. Docks are blown off every morning and bathrooms are cleaned daily.

Building and Grounds – Replaced the non-working garage door opener and keypad that operates the basement garage door at City Hall.

Parks – Mowing/trimming and weeding continue on a weekly rotation and park reservation signage is placed prior to all scheduled events.

Equipment – Lawnmowers were due for oil changes and blades needed to be sharpened on all mowers.

Drinking Water Asset Management – DPW personnel continue to verify water service lines, document size and type of material and check that the meter is up to code.

Treasurer:

Taxes – Tax bills hit mailboxes July 1 month and tax payments have started coming in. Through July we have received approximately 200 tax payments, which is in line with prior year.

- The City encourages people to sign up for our tax autopay program. Forms and further information can be found at tinyurl.com/DouglasTaxAutoPay
- Look up your balance and payment information anytime at bsaonline.com/?uid=484

Payroll – The City's workers' compensation insurance premium is based on estimated payroll amounts. Each year we submit final actual numbers after the fact. I am compiling the information to submit to our insurance provider Michigan Municipal League (MML) for the fiscal year ending June 30, 2023. This information is due by October 1, 2023.

Audit – The fiscal year has come to an end. Preliminary revenue and expense numbers are being reviewed and additional accruals and minor adjustments are still being made. I have started compiling information for the audit, and making sure items are recorded in the proper fiscal year. This year I will be preparing the financial statements for the auditors as well as preparing schedules to help the audit go smoother. As a result, the City will have lower audit fees. Very few governments have the staff expertise necessary to prepare their own financial statements. The audit is scheduled to occur in October with the auditors at city hall for 2-3 days. The audit must be submitted to the State by December 31st.

Cash Balances – The City's cash balances were up from last month. This was primarily related to end property taxes. MML property and liability insurance, dunes sidewalk, lead service replacement, and DPW equipment purchases were the largest cash outflows for the month.

City Revenues and Expenses – Revenues and expenditures were generally consistent with where we would expect for this point of the year.

